

SAFARI MONTAGE CREATIONSTATION[®]

Quick Start Guide

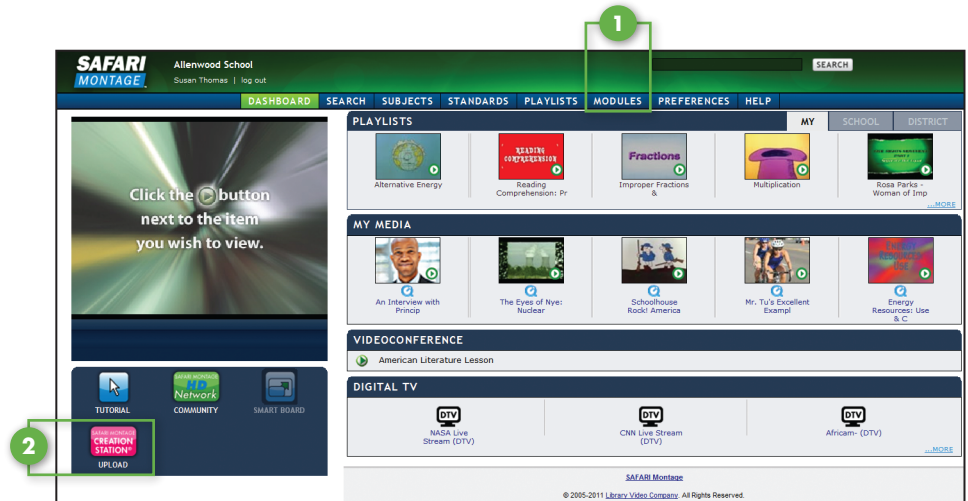
SAFARI
MONTAGE

SAFARI Montage[®] OS v5.X

Accessing the CreationStation[™] Software

If your school or district has purchased the CreationStation software module, you can access it in two ways.

- 1 Click on the Modules tab, and you will go directly to the CreationStation search page, which enables you to search for any title uploaded via CreationStation.
- 2 Or click on the icon on the Dashboard, and you will go to the CreationStation Media Upload screen.

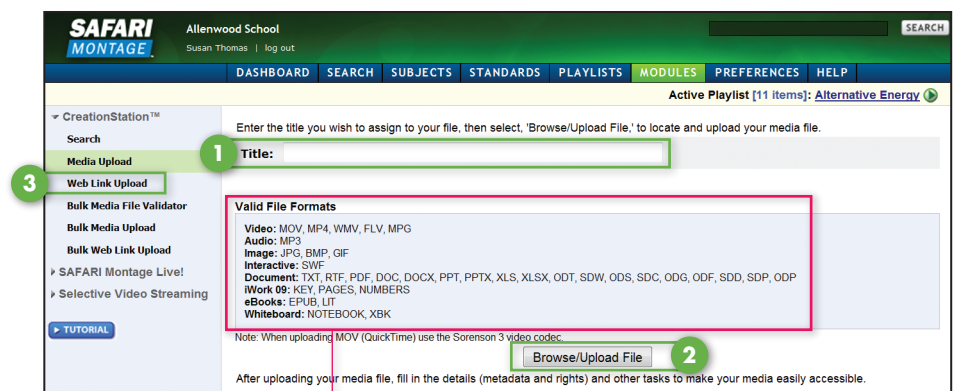


Uploading Media

To upload media into SAFARI Montage via CreationStation, a user must be in the Teacher (w Upload) or Administrator group.

- 1 Enter the title as you would like it to appear on SAFARI Montage.
- 2 Click on Browse/Upload File to find the file you want to upload.
- 3 Click on Create Web Link Title to upload a weblink.

Once the item has been uploaded, you can complete the associated metadata to fully integrate the file into your SAFARI Montage collection.



TIP

Accepted file formats are listed right on the screen.

Descriptive Information/Rights Management/Licensed Media

Describe the content of the file you that uploaded, assign a recommended grade range and copyright date, and add information about available rights or licensing agreements if appropriate.

CreationStation™ Active Playlist [11 Items]: [Alternative Energy](#)

1 **Information/Rights**

Title: An Interview with Principal Harris PLAY

Media Type: Video

Running Time: 2 min 56 sec

Media Format: 720x480, 4.01 mbps (Uploaded File: Interview with Principal Harris.mp4)

Descriptive Information Rights Management Licensed Media

Description: Student representatives sit down with Principal Harris to ask his opinion about standardized testing and after school activities.

Max. Description Length: 1,000 characters

Grade Range: Pre-K to Adult

Copyright: 2011

[Save and Continue](#)

Add Permissions

Control who has access to the content you have uploaded by granting permission to different user types. You can allow All Users to view your media, or you can restrict viewing to just Teachers, Teachers with Upload, Administrator types or Students.

CreationStation™ An Interview with Principal Harris

2 **Permissions**

Grant Permissions To: User Types

Administrators and the content creator have full access by default.

User Types	Viewable By
Administrator	<input checked="" type="checkbox"/>
Curriculum Administrator	<input checked="" type="checkbox"/>
School Administrator	<input checked="" type="checkbox"/>
Principal	<input checked="" type="checkbox"/>
Teacher (w Upload)	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>

[All](#) | [None](#)

[Save](#)

Add Quiz Questions

You can add a quiz with up to 25 multiple choice or true/false questions.

CreationStation™ An Interview with Principal Harris

4 **Quiz Questions**

[New Question](#) (The maximum number of questions for a quiz is 25)

Question:

(Max Length for question text is 500 characters.)

Answer A:

Answer B:

Answer C:

Answer D:

Correct Answer: A (Max Length for answer text is 100 characters.)

[Save Question](#)

Adding and Editing Metadata

Adding metadata is a critical part of integrating your content into SAFARI Montage, as it enables your media file to be searched, along with all the rest of the content on your SAFARI Montage system. You can add metadata when you upload a title, or return to a title and add metadata at a later time.

SAFARI MONTAGE Allenwood School
Susan Thomas | log out

DASHBOARD SEARCH SUBJECTS STANDARDS PLAYLISTS **MODULES** PREFERENCES HELP

Active Playlist [11 items]: [Alternative Energy](#)

CreationStation™

- Edit Media
 - Guide for Editing Media
 - Information/Rights
 - Preview Image
 - Formats
 - Attachments
 - Quiz Questions
 - Correlations
 - Subject Reference
 - Segments
 - Publish Media
 - Delete Media
 - Selective Video Streaming
- TUTORIAL

Upload Successful!
You will now want to enter descriptive information (meta data) about this file to make it easier to access in the future. In addition, please enter the Rights Management details and other functions which can now be completed.

[An Interview with Principal Harris](#)

The next step I would like to be complete:

Completed	Task
1	Edit Descriptive Information and Rights Management Update your media file with a description, grade levels, copyright and expiration dates. You can also share your media to your school.
2	Add Permissions Manage permissions to your shared media.
3	Add Attachments/Guides Upload supplemental documents such as a teacher's guide, blackline master or other attachments to your media.
4	Edit Quiz Questions Create quiz questions and answer options for your media file.
5	Add Standard Correlations Assign standard correlations based on your state.
<input type="checkbox"/>	Add Subject References Browse through subject topics and associate them to your media upload.
6	Segment Media Segment your media file into chapter and key concepts.
7	Publish Media Share your media content with your district.

See back page.

Add Attachments/Guides

Add attachments to your media file. Attachments can be teacher's guides blackline masters, URLs or other support materials.

CreationStation™

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Active Playlist [11 items]: [Alternative Energy](#)

An Interview with Principal Harris

Upload a Teacher's Guide, Blackline Master or an Other Attachment

Below, you may upload a teacher's guide, blackline master, or an other attachment to associate with your uploaded media, **An Interview with Principal Harris**.

To associate an uploaded file with your media, click "Browse...", then double-click a file on your machine's hard drive or network.

Click the "Add Teacher's Guide," "Add Blackline Master" or "Add Other Attachment" button to upload and associate your attachment to your media content.

To associate a web page with your uploaded media, cut and paste or type in the web page URL into the textbox labeled URL and then click the "Add Teacher's Guide," "Add Blackline Master" or "Add Other Attachment" button to link your attachment to your media content.

You may select a file to upload by clicking "Add Teacher's Guide", and you will then be prompted to select a file. Or enter a URL below, then click "Add Teacher's Guide".

Teacher's Guide: URL: [Add Teacher's Guide](#)

You may select a file to upload by clicking "Add Blackline Master", and you will then be prompted to select a file. Or enter a URL below, then click "Add Blackline Master".

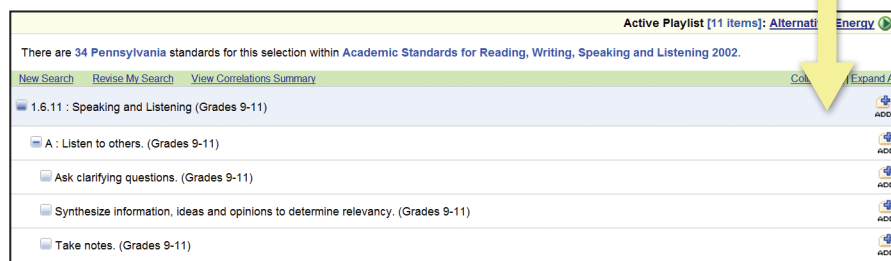
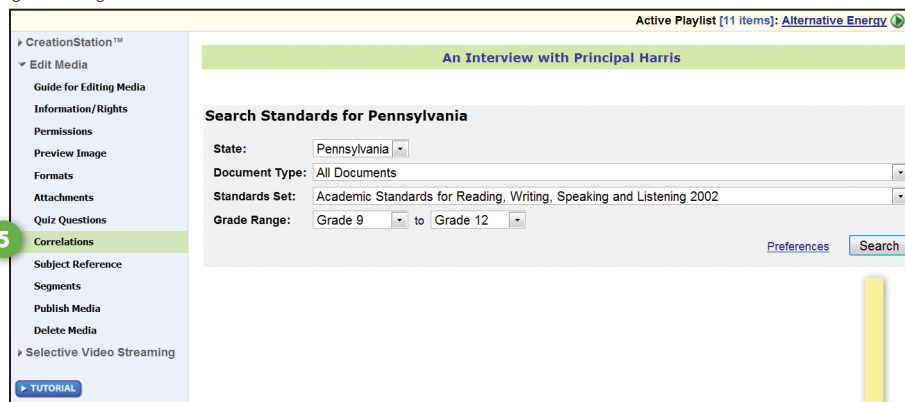
Blackline Master: URL: [Add Blackline Master](#)

You may select a file to upload by clicking "Add Other Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Other Attachment".

Other Attachment: URL: [Add Other Attachment](#)

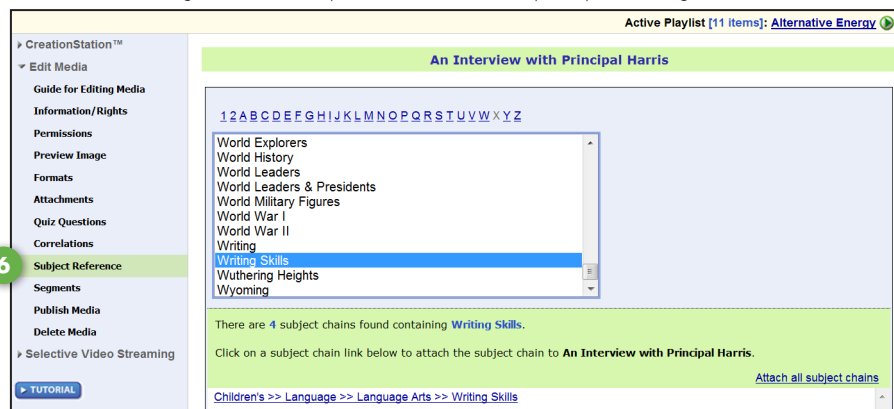
Add Standards Correlations

Align your digital resources to state educational standards. Select the document type, standards set and grade range, then search. Drill down to select and add the exact standards.



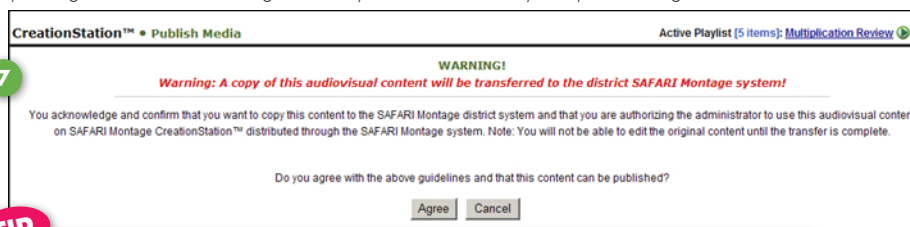
Add Subject References

Add broad subject categories to your media file. Browse these headings to find the subjects that most accurately match your digital resources, and click on a heading to reveal a list of subject chains that drill down to that heading. Click on a subject chain to attach it to your uploaded digital resources.



Publish Media

If your school is networked with other schools through SAFARI Montage WAN Manager, you can publish your digital resources, allowing others in your district to view your uploaded digital resources.



TIP

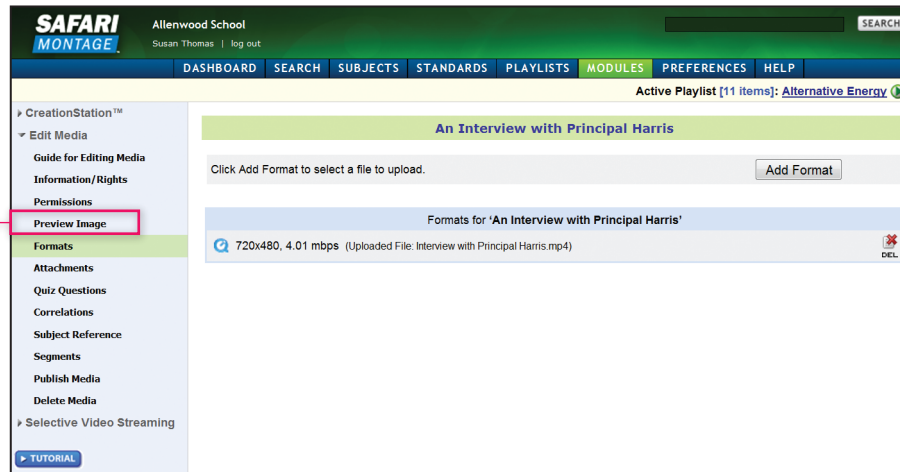
When publishing media, be sure that you have completed all of your metadata first, since you will not be able to edit your content once your file has been sent for approval.

Formats

When adding a video file to SAFARI Montage via CreationStation, you are given the option of adding additional formats to the same file. For instance, the same video could be added in high and low resolution, for school and for home viewing if your school/district has purchased the Managed Home Access software module.

TIP

When adding a file to SAFARI Montage via CreationStation™, a thumbnail image is generated. You are given the option to select a different image by regenerating the thumbnail, creating a slate, or using a generic or user uploaded image.



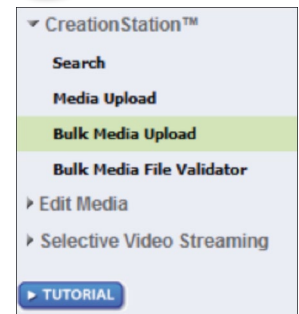
Segmenting Your Media

SAFARI Montage CreationStation gives you the ability to easily segment your uploaded digital audio and video resources into individual chapters and key concepts. The segments that you create for your uploaded content will appear on your media's title page, just as they do for any other media on the SAFARI Montage system.

In the 'Edit Media' menu of your title, click on 'Segments.'

- 1 As the video plays, click on the 'Start Point' and 'End Point' boxes to define your chapter segment.
- 2 Include a description of the segment that will appear on your media's title page.
- 3 Click on 'Preview Segment' to play the segment back as you have defined it. You can redefine your start and end points as much as you need to until you are satisfied with your chapter segment.
- 4 Click on 'Save Segment' to create your chapter segment, which will then appear at the bottom of the screen.
- 5
- 6 Once you have created chapters, you can further segment your content into key concepts within those chapters.

TIP



The SAFARI Montage Bulk Upload feature allows you to add multiple pieces of content to the system at one time.

TIP

A key concept is a subsection of a chapter. When creating a key concept, remember to identify in which chapter it appears.